



# Tips for a Successful Intake Appointment

- ◆ Please arrive on time for your appointment. Our Development Services Center is very busy and if you are late for your appointment, you may have to reschedule.
- ◆ Provide a COMPLETED permit application. ALL of the information requested on the application is required. If information is missing, the application is considered "incomplete" and will not be accepted. To complete the application at the counter takes time and may delay subsequent appointments.
- ◆ Have ALL of the required forms and documents with you at the time of the appointment. The submittal is required to be in PDF format, saved on USB, and match the headings of the submittal checklist document. If information is missing, the application is considered "incomplete" and will not be accepted.
- ◆ Make sure that the person submitting the application is knowledgeable about the project. Staff may have questions that need to be addressed before we can accept an application.
- ◆ Double check the submittal package BEFORE you arrive for your appointment to make sure all items has been completed. See Submittal Checklist at [www.redmond.gov/permits](http://www.redmond.gov/permits)
- ◆ So that we may manage your intake appointment efficiently, please alert the Permit Technician if you would also like to pick-up another permit or submit other applications during your appointment.
- ◆ If you are unable to make your appointment, please call our Permit Technicians at **425-556-2473** or email [PermitTech@redmond.gov](mailto:PermitTech@redmond.gov) as soon as possible to reschedule. This will allow us to serve other applicants.
- ◆ Be prepared with to make submittal payment. We are unable to accept credit card payments over the phone.
- ◆ If you have submittal questions please contact our Permit Technicians prior to your submittal appointment to resolve any questions and/or issues.